

City of Lowell
Job Description
Please Post: March 11, 2021
Deadline: March 25, 2021

Law Department
Executive Secretary, Law Department /License Commission/ Records Access Officer

Job Title: Executive Secretary, Law Department /License Commission
(2700-28, 2876)
Department: Law
Reports To: City Solicitor
FLSA Status: Union AFSCME 2532
Salary: \$57,126.16 (min) to \$61,462.44 (max) annual
Hours: Full-time position 35 hours per week, plus evening meetings

SUMMARY

Responsible for the administrative work of the License Commission and Law Department; attends all meetings of License Commission and keeps minutes thereof; prepares various types of licenses granted by the Commission and performs related work as required; assists with preparation of City Council agenda; and administrative point person for Public Records Requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs administrative work of the License Commission, including correspondence.
- Maintenance of records.
- Assists applicants in preparing license applications.
- Prepares licenses granted by the License Commission, issues same and collects the fees therefore.
- Attends regular and special meetings of the License Commission and keeps minutes thereof.
- Accompanies members of the License Commission on their inspections and investigations and makes notes of findings.
- Prepares complaints against licensees, when necessary.
- Prepares reports of the License Commission to be filed with the City Manager and the reports for the Alcoholic Beverages Control Commission.
- Knowledge of the various licenses issued by the License Commission and fees therefor, as well as the knowledge of the provisions of Chapter 138 of the General Laws of Massachusetts, as amended, insofar as they pertain to the work of the License Commission.
- Designated as the City's Records Access Officer (RAO)
- Assist with the preparation of Votes, Orders, Ordinances, Resolutions, etc. for the City Council agenda.
- Performs administrative work in the Law Dept.
- Other duties as assigned by the City Solicitor.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Four (4) year or two (2) year degree preferred or equivalent administrative experience in government. Knowledge of Open Meeting Laws, Roberts Rules of Order, preparation of meeting agendas and meeting minutes, knowledge of Public Records Law and ABCC Rules desirable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Bilingual candidates are encouraged to apply.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified applicants may forward a resume and cover letter to Mary Callery, HR Director, Human Relations Office, City Hall, Room 19, Lowell, MA 01852 by the 4:00PM Deadline ~ Thursday, March 25, 2021.

Applicants may also send resume and cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov.

EOE/AA/504 Employer